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ANALYSIS OF  
DUTIES PERFORMED BY REPORTS OFFICERS  
(Based on Information Received During Survey)

1. The principal function of a Reports Officer is to process the raw or semi-finished intelligence received from the field into Washington disseminations. Broadly, processing intelligence involves four main exercises: critical analysis, editorial revision (including translation in some cases), evaluation of source and contents, and determination of distribution.

Critical analysis.

This perhaps is the most important of the four steps, for it is in this process that the reports are checked for accuracy and authenticity, screened, some rejected in part or in toto, and others accepted for distribution. An error here can deny to the IAC agencies worthwhile intelligence or foist upon them worthless, misleading, or fabricated information.

Editorial revision.

Most reports require revision for clarity and coherence. In some cases this revision is so extensive that it amounts to re-writing the report. In other cases few corrections are necessary, and some reports can be passed without alteration of the original text. It is in this process that operational data, if any, are deleted, and a source description intended to be adequate for the customer and at the same time operationally secure is prepared.

Evaluation.

Grades representing source and content evaluation are assigned to each report based on knowledge of certain phases of the operations producing the report, the quality of past information from the same source, consistency with past and current information contained in the files of disseminated material or otherwise known to the reports officer.

Determination of distribution.

A majority of reports receive routine distribution to the IAC agencies. A certain number, however, fall in the fields of interest of other agencies others, such as memorandum transmittals, require special handling because of their importance, urgency, or sensitivity. Reports officers must discern such items and direct their proper distribution. It is also their responsibility to flag reports to be passed to liaison services, a critical matter since such liaison distribution must be satisfied without jeopardizing any of the operations from which the reports emanate.

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2. In addition to these principal duties, reports officers usually are charged with other functions. They serve as reference centers in their fields for their own and other Divisions; they support operations by reviews of production, by detecting fabricators, by gleaning from reports operational data; and they correlate and control to a certain extent requirements against targets in their areas.

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